
U.S. Department of State Records Schedule

Chapter 18: International Organization Affairs Records

General**A-18-001-01a Subject Files**

Description: Consist of all types of communications, i.e. telegrams, airgrams, diplomatic notes, memorandums, reports, policy and position papers, documents of the UN and other international organizations, press releases and clippings, biographic information, analyses, etc., arranged by subject, documenting the activities of Bureau offices in carrying out their missions. This covers all subject files in the Bureau that are not described under specific offices as unique.

a. Copies of telegrams (excluding other agency and channel messages), airgrams, Congressional correspondence and diplomatic notes that already reside in the State Archiving System.

Disposition: Block files by calendar or fiscal year, whichever is most feasible. Destroy when 5 years old.

DispAuthNo: N1-59-86-6, item 1a **Date Edited:** 4/1/1999

A-18-001-01b Subject Files

Description: Consist of all types of communications, i.e. telegrams, airgrams, diplomatic notes, memorandums, reports, policy and position papers, documents of the UN and other international organizations, press releases and clippings, biographic information, analyses, etc., arranged by subject, documenting the activities of Bureau offices in carrying out their missions. This covers all subject files in the Bureau that are not described under specific offices as unique.

b. Non-substantive correspondence, memorandums and related papers which do not establish, discuss or define foreign policy or set precedent.

Disposition: Block files by calendar or fiscal year, whichever is most feasible. Destroy when 5 years old.

DispAuthNo: N1-59-86-6, item 1b **Date Edited:** 4/1/1999

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A-18-001-01c	Subject Files
Description:	<p>Consist of all types of communications, i.e. telegrams, airgrams, diplomatic notes, memorandums, reports, policy and position papers, documents of the UN and other international organizations, press releases and clippings, biographic information, analyses, etc., arranged by subject, documenting the activities of Bureau offices in carrying out their missions. This covers all subject files in the Bureau that are not described under specific offices as unique.</p> <p>c. Other Federal agency and channel messages, substantive correspondence, memorandums, reports, policy and position papers and other related papers pertaining to the development and formulation of policy positions or setting precedent.</p>
Disposition:	<p>Permanent. Block files by calendar or fiscal year, whichever is most feasible. When 5 years old, screen and destroy copies of communications that duplicate Front Office information and transfer the balance to RSC. Transfer to WNRC when 8 years old. Transfer to the National Archives when 30 years old in 5-year blocks.</p>
DispAuthNo:	N1-59-86-6, item 1c
Date Edited:	4/1/1999
A-18-001-02a	Geographic Files - Consist of communications arranged by specific country or region. Communications include telegrams, airgrams, diplomatic notes, policy and position papers, etc.
Description:	<p>a. Telegrams (excluding other Federal agency and channel messages), airgrams, Congressional correspondence and diplomatic notes that already reside in the State Archiving System.</p>
Disposition:	<p>Destroy when 5 years old.</p>
DispAuthNo:	N1-59-86-6, item 2a
Date Edited:	4/1/1999
A-18-001-02b	Geographic Files - Consist of communications arranged by specific country or region. Communications include telegrams, airgrams, diplomatic notes, policy and position papers, etc.
Description:	<p>b. Non-substantive correspondence, memorandums and related papers that do not establish, discuss or define foreign policy or set precedent.</p>
Disposition:	<p>Destroy when 5 years old.</p>
DispAuthNo:	N1-59-86-6, item 2b
Date Edited:	4/1/1999

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A-18-001-02c	Geographic Files - Consist of communications arranged by specific country or region. Communications include telegrams, airgrams, diplomatic notes, policy and position papers, etc.		
Description:	c. Other Federal agency and channel messages, substantive correspondence, memorandums, reports, policy and position papers and other related papers pertaining to the development and formulation of policy positions or the setting of precedent.		
Disposition:	Permanent. When 5 years old, screen and destroy communications duplicating Front Office information. Block the remaining files by calendar year and retire to RSC. Transfer to WNRC when 8 years old. Transfer to National Archives when 30 years old in 5-year blocks.		
DispAuthNo:	N1-59-86-6, item 2c	Date Edited:	4/1/1999
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A-18-001-03a	Organization and Conference Files		
Description:	a. Telegrams (excluding other Federal agency and channel messages), airgrams, Congressional correspondence and diplomatic notes that already reside in the State Archiving System.		
Disposition:	Block files by conference, meeting cycle or calendar year. Destroy when 5 years old or after 2 subsequent meetings or conferences.		
DispAuthNo:	N1-59-86-6, item 3a	Date Edited:	4/1/1999
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A-18-001-03b	Organization and Conference Files		
Description:	b. Non-substantive correspondence, memorandums and communications relating to administrative arrangements for conferences and meetings, i.e., designation or delegations, travel arrangements, hotels, etc. that do not establish, discuss or define foreign policy or set precedent.		
Disposition:	Destroy when 5 years old or after 2 subsequent meetings or conferences.		
DispAuthNo:	N1-59-86-6, item 3b	Date Edited:	4/1/1999
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A-18-001-03c	Organization and Conference Files		
Description:	c. Other Federal agency and channel messages, substantive correspondence, memorandums, reports, meeting agendas, minutes, U.S. originated conference documents, policy and position papers and other related papers pertaining to the development and formulation of policy positions or set precedent.		
Disposition:	Permanent. When 5 years old or after two subsequent meetings or conferences, screen and destroy communications duplicating Front Office communications and transfer the balance to RSC. Transfer to WNRC 3 years later. Transfer to the National Archives when 30 years old in 5-year blocks.		
DispAuthNo:	N1-59-86-6, item 3c	Date Edited:	4/1/1999

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A-18-001-03d	Organization and Conference Files
Description:	d. Biographic information on international organization officials, Permanent Representatives, delegates, members of boards, etc. Included are correspondence, press releases and memorandums relating to nomination and tenure.
Disposition:	Destroy 3 years after termination of tenure as an international organization official, Permanent Representative, delegate, member of board, etc.
DispAuthNo:	N1-59-86-6, item 3d
Date Edited:	4/1/1999
A-18-001-04a	Background/Briefing Books - Consists of books prepared for bilateral, Congressional hearings, meetings and conferences. Included are telegrams, airgrams, background and briefing papers documenting U.S. policy positions
Description:	a. Master Copy.
Disposition:	Permanent. When 3 years old, transfer to RSC. Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
DispAuthNo:	N1-59-86-6, item 4a
Date Edited:	4/1/1999
A-18-001-04b	Background/Briefing Books - Books prepared for bilateral, Congressional hearings, meetings and conferences. Included are telegrams, airgrams, background and briefing papers documenting U.S. policy positions
Description:	b. Copies.
Disposition:	Destroy when 3 years old.
DispAuthNo:	N1-59-86-6, item 4b
Date Edited:	4/1/1999
A-18-001-05a	United Nations and International Organization Documents
Description:	Copies of published and unpublished documents, circular letters, press releases, etc. created by the UN, associate bodies and other international organizations. These documents convey agendas, minutes of meetings, speeches, resolutions and reports documenting proceedings and other matters. a. Copies maintained as collection in filing cabinet or on shelf.
Disposition:	Destroy when no longer needed for reference purposes.
DispAuthNo:	N1-59-86-6, item 5a
Date Edited:	4/1/1999

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A-18-001-05b **United Nations and International Organization Documents**

Description: Copies of published and unpublished documents, circular letters, press releases, etc. created by the UN, associate bodies and other international organizations. These documents convey agendas, minutes of meetings, speeches, resolutions and reports documenting proceedings and other matters.

b. Copies maintained within subject, geographic, and organization and conference files.

Disposition: Permanent. Retire with related subject, geographic, or organization and conference files.

DispAuthNo: N1-59-86-6, item 5b

Date Edited:

4/1/1999

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Office of the Assistant Secretary

A-18-002-01a Assistant Secretary's Files

Description: Consists of telegrams, memorandums, speeches, press releases, background papers, Congressionals and other correspondence received or sent by the Assistant Secretary. Copies of a large portion of these documents reside in action offices. A smaller portion consists of documents not duplicated as they are handled directly by the Assistant Secretary without being sent to an action office.

a. Copies of telegrams, airgrams, Congressional correspondence, diplomatic notes, other agency and channel messages, substantive correspondence, memorandums, reports, policy papers and related material relating to the development and formulation of foreign policy positions or set precedent.

Disposition: Permanent. When 3 years old retire to RSC. Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-86-6, item 6a **Date Edited:** 4/1/1999

A-18-002-01b Assistant Secretary's Files

Description: Consists of telegrams, memorandums, speeches, press releases, background papers, Congressionals and other correspondence received or sent by the Assistant Secretary. Copies of a large portion of these documents reside in action offices. A smaller portion consists of documents not duplicated as they are handled directly by the Assistant Secretary without being sent to an action office.

b. Non-substantive correspondence, memorandums and related papers that do not establish, discuss or define foreign policy or set precedent.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-86-6, item 6b **Date Edited:** 4/1/1999

A-18-002-02a Staff Assistant's Files

Description: a. Chron copies of telegrams, action logs for documents requiring attention of the Assistant Secretary, master copies of forms, instructions and datafax information.

Disposition: Destroy when no longer needed for reference purposes.

DispAuthNo: N1-59-86-6, item 7a **Date Edited:** 4/1/1999

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A-18-002-02b	Staff Assistant's Files
Description:	b. NODIS Caption Documents.
Disposition:	Destroy when no longer needed and inform S/S-I for control purposes.
DispAuthNo:	N1-59-86-6, item 7b
	Date Edited: 4/1/1999
A-18-002-03a	Deputy Assistant Secretary's Files - Consist of copies of documents received or sent by the Deputy Assistant Secretary or accumulated because of interest to principals
Description:	a. Copies of telegrams, other agency messages, airgrams, Congressional correspondence, diplomatic notes, substantive correspondence, memorandums, reports, policy and position papers and other related papers pertaining to the formulation and development of policy positions or set precedent.
Disposition:	Permanent. When 3 years old retire to RSC. Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old in 5 year blocks.
DispAuthNo:	N1-59-86-6, item 8a
	Date Edited: 4/1/1999
A-18-002-03b	Deputy Assistant Secretary's Files - Consist of copies of documents received or sent by the Deputy Assistant Secretary or accumulated because of interest to principals
Description:	b. Non-substantive correspondence, memorandums and related papers that do not establish, discuss or define foreign policy or set precedent.
Disposition:	Destroy when 3 years old.
DispAuthNo:	N1-59-86-6, item 8b
	Date Edited: 4/1/1999

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Office of Peacekeeping and Humanitarian Operations**A-18-003-01a Annual Report to Congress on Peacekeeping**

Description: Comprehensive report on peacekeeping covering the previous fiscal year. Describes overall U.S. peacekeeping policy. Provides both descriptions and assessments of each peacekeeping operation, including numbers and types of personnel participating. Required by Public Law 103-236 since 1994.

a. Record copy.

Disposition: Permanent. Retire copy of each issuance to RSC in 5-year blocks for immediate transfer to the National Archives.

DispAuthNo: N1-59-97-15, item 1a **Date Edited:** 4/1/1999

A-18-003-01b Annual Report to Congress on Peacekeeping

Description: Comprehensive report on peacekeeping covering the previous fiscal year. Describes overall U.S. peacekeeping policy. Provides both descriptions and assessments of each peacekeeping operation, including numbers and types of personnel participating. Required by Public Law 103-236 since 1994.

b. All other copies, pre-production material, and records relating to distribution.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-97-15, item 1b **Date Edited:** 4/1/1999

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Office of International Conferences

A-18-004-01 International Conference Administration Files

Description: Consists of documentation of the composition of U.S. delegations, including the U.S. Delegation List, telegrams, airgrams and letters, budget and fiscal data, position papers, and the Report of U.S. Delegation to the Conference.

Disposition: Permanent. Retire to the RSC when 10 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: NC1-59-75-1, item 1 **Date Edited:** 4/1/1999

A-18-004-02 Conference Program and Administrative Officers Working Files

Description: Consists of correspondence and records accumulated by Conference Administrative and Program Officers that are not incorporated in the International Conference Administration File (Item 180401). These records are concerned with administrative matters of short-term value such as pre-conference surveys of available sites; records on assignments, hours of duty, leave and security clearance; arrival and departure matters and requests for issuance of travel orders and passports.

Disposition: Destroy 1 year after end of conference.

DispAuthNo: NC-59-75-1, item 2 **Date Edited:** 4/1/1999

A-18-004-03 Precedent Files

Description: Policy and procedural files on all aspects of international conference administration.

Disposition: Permanent. Retire to RSC after 10 years. Transfer to the National Archives after 30 years.

DispAuthNo: NC-59-75-1, item 3 **Date Edited:** 4/1/1999

A-18-004-04 Foreign Ministers Meetings - Administrative Files

Description: Consists of documentation for various administrative activities associated with such meetings including Order of Day, Delegation Lists, conference arrangements, U.S. Delegation Report, background and policy papers.

Disposition: Permanent. Retire to RSC after 10 years. Transfer to the National Archives after 30 years.

DispAuthNo: NC-59-75-1, item 4 **Date Edited:** 4/1/1999

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A-18-004-05 Fairs and Expositions - Administrative Files

Description: General administrative documentation including U.S. Delegation List, Instructions to Delegation, official invitation to attend, coordination of reply, administrative arrangements for such activities as Film Festivals and similar cultural activities.

Disposition: Destroy when 10 years old.

DispAuthNo: NC-59-75-1, item 5 **Date Edited:** 4/1/1999

A-18-004-06 Miscellaneous Conference Files

Description: General material concerning conferences at which the U.S. is not officially represented, but which observers or unofficial representatives attend. Primarily concerned with information as to who will attend, with limited administrative data concerning funding and related matters.

Disposition: Destroy when 10 years old.

DispAuthNo: NC-59-75-1, item 6 **Date Edited:** 4/1/1999

A-18-004-07 Presidential Visits - Administrative Files

Description: Consists of administrative material dealing with funding, travel orders, personnel details, arrival and departure arrangements and other administrative matters.

Disposition: Permanent. Transfer to WNRC when 3 years old. Transfer to the National Archives when 10 years old for deposit in the related Presidential Library.

DispAuthNo: NC1-59-79-4, item 7 **Date Edited:** 4/1/1999

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Office of Technical Specialized Agencies

A-18-005-01 UNESCO Statistical Questionnaire File

Description: Consists of questionnaire data and requests for data for publication in the UNESCO Statistical Yearbook and for special reports and analyses required by policy makers and planners at both the national and international levels.

Disposition: Destroy questionnaire data when published and destroy publication when it is superseded and no longer needed.

DispAuthNo: NC1-59-86-6, item 10 **Date Edited:** 4/1/1999

A-18-005-02 Conventions - Accessions File

Description: Consists of documentation relating to accessions and ratification of agreements. Contains correspondence, copies of agreements and supporting documentation, copies of legislation, observation and comments involving treaties.

Disposition: Permanent. When 5 years old retire to RSC. Transfer to the WNRC when 8 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: NC1-59-86-6, item 11 **Date Edited:** 4/1/1999

A-18-005-03 Public Correspondence File

Description: Correspondence with individuals concerning requests for general information about UNESCO and requests for copies of UNESCO documents or publications.

Disposition: Destroy when 3 months old.

DispAuthNo: NC1-59-86-6, item 12 **Date Edited:** 4/1/1999

A-18-005-04 Grant Administrative Files

Description: Correspondence and/or subject files relating to routine operations and daily activities in the administration of the grant program.

Disposition: Destroy when 2 years old.

DispAuthNo: GRS 3, item 14 **Date Edited:** 4/1/1999

A-18-005-05 Unsuccessful Grant Application Files

Description: Applications, correspondence, and other records relating to unsuccessful (rejected or withdrawn) applications.

Disposition: Destroy 3 years after rejection or withdrawal.

DispAuthNo: GRS 3, item 13 **Date Edited:** 4/1/1999

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A-18-005-06 Education and Scientific Grant and Contribution Case Files

Description: Intra and interagency correspondence, telegrams, financial documentation, amendments, budgetary reports, appeals for funds, policy directives, grantee and contribution recipient activity reports and other related records documenting grants and contributions obligated by the Department to national and international organizations. Arranged by organization, thereunder by fiscal year.

Disposition: Destroy 3 years after final payment.

DispAuthNo: N1-59-95-1, item 1

Date Edited: 4/1/1999

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Office of International Development Assistance

A-18-006-01a **Cerp 0008 Files**

Description: Files documenting Departmental requirement for regular reporting from posts and missions regarding "Evaluation of UN Assistance Programs" used as a tool for monitoring and evaluating UNDP projects and to provide background information for US input into UN proceedings and policies and for responding to congressional inquiries.

a. Copies of telegrams (excluding other Federal agencies and channel messages), airmgrams, Congressional correspondence and diplomatic notes that already reside in the State Archiving System.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-59-86-6, item 13a **Date Edited:** 4/1/1999

A-18-006-01b **Cerp 0008 Files**

Description: Files documenting Departmental requirement for regular reporting from posts and missions regarding "Evaluation of UN Assistance Programs" used as a tool for monitoring and evaluating UNDP projects and to provide background information for US input into UN proceedings and policies and for responding to congressional inquiries.

b. Other Federal agencies and channel messages, memorandums, letters, evaluation formats, instructions, summary comments, legislative histories/summaries, etc., documenting the history of the program, justification for the program and the progression of instructions developed for submission of reports.

Disposition: Permanent. When 25 years old retire to RSC. Transfer immediately to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: NC1-59-86-6, item 13b **Date Edited:** 4/1/1999

A-18-006-01c **Cerp 0008 Files**

Description: Files documenting Departmental requirement for regular reporting from posts and missions regarding "Evaluation of UN Assistance Programs" which is used as a tool for monitoring and evaluating UNDP projects and to provide background information for US input into UN proceedings and policies and for responding to Congressional inquiries.

c. U.S. Evaluation Reports.

Disposition: Permanent. When 5 years old retire to RSC. Transfer to WNRC when 8 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: NC1-59-86-6, item 13c **Date Edited:** 4/1/1999

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Office of Economic and Social Affairs

A-18-007-01 Regulatory Codes File

Description: Case file relating to review by U.S. of international regulatory codes currently being formulated in international organizations. Documentation consists of 1-2 page summaries on each regulation outlining the nature, interested party(ies) in Department, background, U.S. position and next steps.

Disposition: Permanent. Retire to RSC when 5 years old. Transfer to WNRC when 8 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: NC1-59-86-6, item 14 **Date Edited:** 4/1/1999

A-18-007-02 Communications Files

Description: Consist of memorandums transmitting private communications received by the UN alleging violation of human rights in the U.S., airgrams transmitting replies to these allegations, telegrams, memorandums, articles, and other correspondence relating to these allegations.

Disposition: Destroy 3 years after resolution of complaint.

DispAuthNo: NC1-59-86-6, item 16 **Date Edited:** 4/1/1999

A-18-007-03 Human Rights Declaration File

Description: Telegrams, airgrams, press releases, policy papers and correspondence concerned with the preparation of Presidential declarations marking the observances of Human Rights Day/Week/Year and the Bill of Rights held every December and any other such declarations having been made.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-59-86-6, item 17 **Date Edited:** 4/1/1999

A-18-007-04 Human Rights Conventions File

Description: Background, policy and position papers, messages, memorandums, and other papers relating to the negotiating history of the treaties and conventions.

Disposition: Permanent. Retire to RSC 5 years after Senate approval of ratification. Transfer to WNRC 8 years after Senate approval of ratification. Transfer to the National Archives 25 years after Senate approval of ratification.

DispAuthNo: NC1-59-86-6, item 18 **Date Edited:** 4/1/1999

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A-18-007-05 High Commissioner for Human Rights

Description: Policy and position papers, memorandums, telegrams, airgrams, reports and other material relating to the possibility of creating a United Nations Commissioner for Human Rights.

Disposition: Permanent. Do not screen. Retire to RSC immediately. Transfer to WNRC after 4 years. Transfer to the National Archives when 30 years old.

DispAuthNo: NC1-59-86-6, item 19

Date Edited: 4/1/1999

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Office of UN System Administration

A-18-009-01a	UN Joint Inspection Unit Files - Consists of documentation relating to activities of the UN Joint Inspection Unit (JIU) established to investigate matters pertaining to efficient and effective operations in the UN system		
Description:	a. General Subject Files. Telegrams, airgrams, memorandums, biographic information, background papers, correspondence, etc., documenting background, history and composition of the JIU as well as its activities.		
Disposition:	Permanent. Do not screen. Retire to RSC when 5 years old. Transfer to WNRC when 8 years old. Transfer to the National Archives when 30 years old in 5-year blocks.		
DispAuthNo:	NC1-59-86-6, item 15a	Date Edited:	4/1/1999
A-18-009-01b	UN Joint Inspection Unit Files - Consists of documentation relating to activities of the UN Joint Inspection Unit (JIU) established to investigate matters pertaining to efficient and effective operations in the UN system		
Description:	b. JIU Reports. Consist of copies of published reports issued periodically, related correspondence, memorandums, telegrams and other papers.		
Disposition:	Permanent. When 5 years old retire to RSC. Transfer to WNRC when 8 years old. Transfer to the National Archives in 5-year blocks when 30 years old.		
DispAuthNo:	NC1-59-86-6, item 15b	Date Edited:	4/1/1999
A-18-009-02	General Inquiry File		
Description:	Correspondence from persons requesting general information regarding employment with international organizations, including requests for information on location of specific organization, field offices, job opportunities, pay scales of employees, privileges and immunities, fringe benefits, allowances, types of positions, etc.		
Disposition:	Return original letter with response.		
DispAuthNo:	NC1-84-78-2, item 1	Date Edited:	4/1/1999
A-18-009-03	Applicants File		
Description:	Letters, applications and related correspondence from individuals furnishing information on their qualifications and requesting an opinion on suitability for certain types of positions with international organizations and from individuals who have been determined to be qualified for various types of positions.		
Disposition:	Destroy after it has been ascertained that applicant is no longer interested or 22 months after the most recent communication from applicant.		
DispAuthNo:	NC1-59-86-6, item 24	Date Edited:	4/1/1999

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A-18-009-04	Automated Applicant File (Wang)
Description:	Contains profiles of all applicants comprising the applicants file. In addition to being used as an active roster of qualified applicants, it is also used to match qualified applicants with suitable positions in international organizations.
Disposition:	Destroy profile after it has been ascertained that applicant is no longer interested or 22 months after date of most recent communication from applicant.
DispAuthNo:	NC1-59-86-6, item 25
Date Edited:	4/1/1999
A-18-009-05	Recruitment Policy and Procedural Files
Description:	Consist of copies of vacancy announcements, position descriptions, rules and regulations, copies of charters, constitutions, etc., for specific organizations, policy and position papers, telegrams, international organizations letters and documents and other documentation relating to the recruitment for senior positions and field positions in international organizations.
Disposition:	Destroy when 5 years old.
DispAuthNo:	NC1-59-86-6, item 26
Date Edited:	4/1/1999
A-18-009-06a	Equalization and Allowance File
Description:	Correspondence pertaining to questions and problems concerning re-employment rights and privileges of Federal employees detailed to international organizations. Included are legislative background and lists of international organizations approved and disapproved to which Americans can be detailed with re-employment rights. a. General Correspondence.
Disposition:	Destroy when 3 years old.
DispAuthNo:	NC1-59-86-6, item 27a
Date Edited:	4/1/1999
A-18-009-06b	Equalization and Allowance File
Description:	Correspondence pertaining to questions and problems concerning re-employment rights and privileges of Federal employees detailed to international organizations. Included are legislative background and lists of international organizations approved and disapproved to which Americans can be detailed with re-employment rights. b. Legislative Background and Lists.
Disposition:	Destroy when superseded.
DispAuthNo:	NC1-59-86-6, item 27b
Date Edited:	4/1/1999

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A-18-009-07a	Loyalty Clearance Files - Consist of notifications to international organizations of results of loyalty clearances conducted on Americans being considered for employment in international organizations as required under Executive Order 10422
Description:	a. Section 6 Clearances.
Disposition:	Destroy when 15 years old.
DispAuthNo:	NC1-59-86-6, item 28a
Date Edited:	4/1/1999
A-18-009-07b	Loyalty Clearance Files - Consist of notifications to international organizations of results of loyalty clearances conducted on Americans being considered for employment in international organizations as required under Executive Order 10422
Description:	b. Section 8 Clearances.
Disposition:	Destroy when 6 months old.
DispAuthNo:	NC1-59-86-6, item 28b
Date Edited:	4/1/1999
A-18-009-08	Survey of Federal Employees Detailed to International Organizations
Description:	Statistical reports on the number of Federal employees detailed to international organizations. Every fifth year report contains summary of preceding five years. Reports used as a device for monitoring program.
Disposition:	Destroy when 5 years old.
DispAuthNo:	NC1-59-86-6, item 29
Date Edited:	4/1/1999
A-18-009-09	Comparative Personnel Statistics File
Description:	Consists of statistical reports comparing the U.S. in relation to other countries regarding personnel, salaries and allotments, emoluments, senior positions, methods of appointment, etc., in international organizations. Reports used at Congressional Appropriation Hearings as well as in answering Congressional inquiries regarding the status of Americans employed by international organizations.
Disposition:	Destroy when 30 years old.
DispAuthNo:	NC1-59-86-6, item 30
Date Edited:	4/1/1999

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Office of Policy, Public and Congressional Affairs

A-18-012-01 Press Guidance File

Description: Documentation used for providing press guidance to the Department's spokesman concerning bureau issues. Documentation include USUN press releases, copies of Qs and As, biographic information on principal officers or other individuals who might be of interest to the press, etc.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-59-86-6, item 20

Date Edited: 4/1/1999

A-18-012-02 Public Affairs File

Description: Clearance file for State Bulletin and other magazine articles and manuscripts concerning bureau issues needing to be cleared for accuracy. Also included are standard response statements by the Secretary of State that might be of interest to the public; pictures, speeches and biographic information on principal officers or other individuals who might be of interest to the public as speakers.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-59-86-6, item 21

Date Edited: 4/1/1999

A-18-012-03 Press Clippings File

Description: Press Clippings

Disposition: Destroy when no longer needed for reference.

DispAuthNo: NC1-59-86-06, item 22

Date Edited: 4/1/1999

A-18-012-04 Congressional Relations File

Description: Consists of copies of Congressional correspondence and other working and reference documents used in assisting members of Congress and their staff regarding multilateral aspects of U.S. foreign policy.

Disposition: Destroy when no longer needed for reference.

DispAuthNo: NC1-59-86-6, item 23

Date Edited: 4/1/1999

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A-18-012-05 General Subject Files

Description: Consists of administrative information, Bureau and PMS directives, policy and planning procedures, copies of speeches, budget justifications, mission statements, reports, cables, memos and other documentation related to the policy management process or any special assignment tasked to the PMS, such as preparation of briefing books, review of U.S. participation in International Organizations, bureau reorganizations, etc.

Disposition: Destroy when 10 years old.

DispAuthNo: NC1-59-85-1, item 1 **Date Edited:** 4/1/1999

A-18-012-06a Action Program Files

Description: a. General Files. Consist of general correspondence, cables, reports, reviews, questionnaires, Qs & As and other documentation created during the Action Program review cycle.

Disposition: Destroy when 10 years old.

DispAuthNo: NC1-59-85-1, item 2a **Date Edited:** 4/1/1999

A-18-012-06b Action Program Files

Description: b. Case Files. Consist of same documents in item (a) except as they relate to individual missions and/or international organizations under the policy management review process.

Disposition: Transfer to RSC when 5 years old for immediate transfer to WNRC. Destroy when 20 years old.

DispAuthNo: NC1-59-85-1, item 2b **Date Edited:** 4/1/1999

A-18-012-06c Action Program Files

Description: c. Final Action Plans. Arranged alphabetically by mission and/or international organization. Mission and international organization subdivided by three breakdowns: general, historical, and action plan/review.

Disposition: Permanent. Transfer to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: NC1-59-85-1, item 2c **Date Edited:** 4/1/1999

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A-18-012-07	Briefing Book File
Description:	Consists of briefing books compiled for bilateral, travel, etc.
Disposition:	Destroy when 5 years old or when no longer needed.
DispAuthNo:	NC1-59-85-1, item 3
Date Edited:	4/1/1999
A-18-012-08a	United States Participation in the United Nations
Description:	Annual report to Congress on the United States' participation in the United Nations. The report reviews U.S. involvement in the Security Council, General Assembly, Economic and Social Council, Trusteeship Council, related UN organizations, and specialized agencies for the previous year. Required by Public Law No. 264, 79th Congress, 1st Session since 1946. a. Record Copy.
Disposition:	Permanent. Retire copy of each issuance to RSC in 5-year blocks for immediate transfer to the National Archives.
DispAuthNo:	N1-59-97-12, item 1a
Date Edited:	4/1/1999
A-18-012-08b	United States Participation in the United Nations
Description:	Annual report to Congress on the United States' participation in the United Nations. The report reviews U.S. involvement in the Security Council, General Assembly, Economic and Social Council, Trusteeship Council, related UN organizations, and specialized agencies for the previous year. Required by Public Law No. 264, 79th Congress, 1st Session since 1946. b. All other copies, pre-production material, and records relating to distribution.
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-59-97-12, item 1b
Date Edited:	4/1/1999
A-18-012-09a	Voting Practices in the United Nations
Description:	Annual report to Congress assessing the voting record in the United Nations of UN members. Compares countries' votes with those of the United States, including issues we consider of special importance. Required by Law 101-167 and prior legislation since 1983. a. Record Copy.
Disposition:	Permanent. Retire copy of each issuance to RSC in 5-year blocks for immediate transfer to the National Archives.
DispAuthNo:	N1-59-97-12, item 2a
Date Edited:	4/1/1999

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DispAuthNo: N1-59-97-12, item 2b **Date Edited:** 4/1/1999

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Office of the Executive Director

A-18-015-01a **IO Bureau, International Conferences and Contingencies (ICC) Estimates - Budget estimates and justifications, with related communications concerning their preparation, submission and transmittal.**

Description: a. Original estimates and justification.

Disposition: Permanent. When 8 years old transfer to RSC for immediate transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: NC-59-75-3, item 4a **Date Edited:** 4/1/1999

A-18-015-01b **IO Bureau, International Conferences and Contingencies (ICC) Estimates - Budget estimates and justifications, with related communications concerning their preparation, submission and transmittal.**

Description: b. Copies and related communications.

Disposition: Destroy 3 years after close of fiscal year covered.

DispAuthNo: NC-59-75-3, item 4b **Date Edited:** 4/1/1999

A-18-015-02a **Budget Policy and Procedures File for International Organizations and International Programs**

Description: Contains original drafts of budget submissions to be presented before OMB and the Congress. Estimates and justifications for the formulation of a budget of U.S. contributions to the UN and various other international organizations.

a. Original estimates and justifications (includes Departmental, OMB and Congressional submissions; control copy (after 1983); briefing material; enacted legislation (when and where available); and closing data.

Disposition: Permanent. When 10 years old transfer to RSC and transfer immediately to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: NC-59-75-3, item 8a **Date Edited:** 4/1/1999

A-18-015-02b **Budget Policy and Procedures Files for International Organizations and International Programs**

Description: Contains original drafts of budget submissions to be presented before OMB and the Congress. Estimates and justifications for the formulation of a budget of U.S. contributions to the UN and various other international organizations.

b. Copies maintained by bureau or subordinate units. (Includes budget formulation (B) files, excluding those noted under item 181502a).

Disposition: Destroy 3 years after close of fiscal year covered.

DispAuthNo: NC-59-75-3, item 8b **Date Edited:** 4/1/1999

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A-18-015-02c	Budget Policy and Procedures File for International Organizations and International Programs
Description:	Contains original drafts of budget submissions to be presented before OMB and the Congress. Estimates and justifications for the formulation of a budget of U.S. contributions to the UN and various other international organizations. c. Copies of obligations where originals reside in FMP.
Disposition:	Destroy 4 years after close of fiscal year covered.
DispAuthNo:	NC1-59-86-6, item 32c
Date Edited:	4/1/1999
A-18-015-02d	Budget Policy and Procedures File for International Organizations and International Programs
Description:	Contains original drafts of budget submissions to be presented before OMB and the Congress. Estimates and justifications for the formulation of a budget of U.S. contributions to the UN and various other international organizations. d. Staff Studies.
Disposition:	Destroy 3 years after close of fiscal year covered.
DispAuthNo:	NC1-59-86-6, item 32d
Date Edited:	4/1/1999
A-18-015-02e	Budget Policy and Procedures Files for International Organizations and International Programs
Description:	Contains original drafts of budget submissions to be presented before OMB and the Congress. Estimates and justifications for the formulation of a budget of U.S. contributions to the UN and various other international organizations. e. Final status of obligation (1511) report dated September 30th.
Disposition:	Destroy 4 years after close of fiscal year covered.
DispAuthNo:	NC1-59-86-6, item 32e
Date Edited:	4/1/1999
A-18-015-02f	Budget Policy and Procedures Files for International Organizations and International Programs
Description:	Contains original drafts of budget submissions to be presented before OMB and the Congress. Estimates and justifications for the formulation of a budget of U.S. contributions to the UN and various other international organizations. f. Original of final financial plan and other printouts.
Disposition:	Destroy 4 years after close of fiscal year covered.
DispAuthNo:	NC1-59-86-6, item 32f
Date Edited:	4/1/1999

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A-18-015-03a	Budget Execution and Payment Files for International Organizations and International Programs.
Description:	a. Incoming telegrams, airgrams, memoranda and other correspondence requesting the allotment of funds to the UN and various other international organizations.
Disposition:	Destroy 5 years after close of fiscal year covered.
DispAuthNo:	NC-59-75-3, item 9a
Date Edited:	4/1/1999
A-18-015-03b	Budget Execution and Payment Files for International Organizations and International Programs
Description:	b. Authorization records of U.S. allotments paid to the UN. Copies of vouchers, bills, letters of credit and other posting and control media authorizing the payment of U.S. allotment funds to the UN and various other international organizations.
Disposition:	Destroy 4 years after close of fiscal year in which paid, or 5 years after the last disbursement made from funds appropriated in that fiscal year, whichever comes later.
DispAuthNo:	NC-59-75-3, item 9b
Date Edited:	4/1/1999
A-18-015-04	Arrearage and Financial History Records.
Description:	Budgets, scales of assessment and arrearages tables prepared on the basis of information received from those organizations responding to the request. Also includes airgrams, telegrams or memorandums requesting the foregoing information.
Disposition:	Permanent. When 10 years old retire to RSC. Transfer immediately to WNRC. Offer to the National Archives when 30 years old.
DispAuthNo:	NC-59-75-3, item 10
Date Edited:	4/1/1999
A-18-015-05	UN Documents Reference File
Description:	Research and reference files consisting of a complete set of UN documents for the General Assembly and Main Bodies dating from 1945 to the present.
Disposition:	Destroy when no longer needed for research and reference purposes.
DispAuthNo:	NC1-59-86-6, item 35
Date Edited:	4/1/1999
A-18-015-06	Annual Report to Congress on Contributions
Description:	Reports, statistics, memoranda and other related papers and correspondence concerning U.S. payments to the UN, UN specialized agencies, Inter-American organizations and proposed AID programs.
Disposition:	Permanent. Transfer to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.
DispAuthNo:	NC-59-75-3, item 10
Date Edited:	4/1/1999

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A-18-015-07 U.S. Delegations to the United Nations

Description: Department of State record of position papers for U.S. Delegations to the United Nations and related documents. This is the Department of State's record of these documents and some include important notations of action.

Disposition: Permanent. Transfer to RSC when 1 year old for transfer to WNRC. Offer to the National Archives when 25 years old in 5-year blocks.

DispAuthNo: NC1-59-82-14

Date Edited:

4/1/1999
